

SENIOR HIGH SCHOOL

English for Academic and Professional Purposes

Quarter 1 – Week 8

Concept Paper



What is it?

Lesson

1

Writing a Concept Paper

During the campaign period for the national elections, you most certainly hear candidates talking about platforms and their plans for the country if they are elected. Even in the student council elections in your school, the same thing is also conducted. All these people want their voters to see the improvements they want to implement, so that the latter can decide if they are worth the vote. In the academic and professional setting, an institution or agency can decide whether a certain project or research is worth the investment through the **concept paper**.

What concept papers are:

Concept papers are summaries of projects or issues that reflect the interests, experience and expertise of the writer or organization. ... The terms "**concept paper**" and "proposal" are often used interchangeably as they can be used for the same function.

The **concept paper** defines an idea or a concept and explain its essence in order to clarify the “whatness” of that idea or concept. It answers the questions what is it and what about it (Dadufalza 1996: 183). A concept paper starts with a definition, either formal or informal, of the term or the concept and proceeds with an expanded definition and an analytic description of the aspects of the concept.

Concept papers generally serve the purpose of providing in– depth discussion of a topic that the writer has a strong position on, usually with the intent of obtaining funding for that project from donors . The term “ concept papers” and “proposal” are often used interchangeably as they can be used for the same function.

They may also be used as instructional tool that may have developed as a result of extensive research, committee input and/or as a result of the outcome of a current projects.



What is it?

Concept paper could also discuss best practices, philosophies and other related issues that the writer believes action should be taken on in the near future.

Several uses of concept paper:

1. Serves as the foundation of the full proposal.
2. It helps determine whether a certain project is feasible or not.
3. It is used to pique the interest of the potential funding agencies.
4. It is used to obtain informal feedback on the ideas prior to preparing the full proposal.

Three ways in explaining a concept

1. Definition– it is the method of identifying a given term and making it meaning clearer. Its main purpose is to clarify and explain concepts, ideas, and issues by answering the question, “What does it mean?” This mode of explanation contains the term to be defined and the detailed exposition of the term using illustrations, examples, and description. It can be presented in 3 ways: **informal, formal, or extended.**

“ **Informal**-parenthetical or brief explanation

Example: *Tocopherol (Vitamin E) is naturally found in vegetable oil, fish, and nuts.*

“ **Formal**– explains a term to be defined (species), general category of the term (genus) and the quality that makes the term different from other terms in the same category (differentia)

Example: *Vitamin E is a light-yellow fat- soluble vitamin that acts as an anti-oxidant.*

“ **Extended**– detailed way of defining a term and is usually composed of at least one paragraph. This type of definition incorporates various patterns of development (e.g., formal, and informal definition, comparison and contrast, narration, description, classification, functional analysis, process, analogy, and cause and effect) to explain a given concept.



What is it?

Example: Subsequent to materials design is the preparation of learning materials.

Learning materials refer to both printed and non- printed objects or items that teachers and learners use to facilitate language learning. Nowadays, materials are becoming more and more sophisticated, incorporating authentic language samples and realias that help make a connection between classrooms and real- life activities. They also incorporate information and communication technology ICT), role plays, information- gap activities, songs, taped transcripts, integrated macro skills, and explicit rubrics.

Signal Words (definition)

As defined	means
For example	such as
For instance	to define
Is defined as	to illustrate

2. Explication– method of explanation in which sentences, verses, quotes or passages are taken away from a literary or academic work and then interpreted and explained in a detailed way. When using this technique, you need to clearly present your thesis in the introduction and follow it up with a detailed analysis of a passage or a text. You may begin the body of the explication by analysing and explaining how the text was constructed. Your explication should end with a concise conclusion by restating your thesis and major arguments.

"Explication," says David R. Williams, "is the full interpretation of the text, its history, its context, the definitions of the terms, even the different interpretations possible"(*Sin Boldly!* 2009).

Example:

In "The Road Not Taken," the speaker must choose between two roads without having complete information about how they differ. Even after having chosen the second road, the speaker is unable to evaluate his or her experience, because the speaker can't know how things would have been different if he or she had chosen the first road. In the final stanza, the speaker imagines him or herself in the distant future looking back on this choice. In this way, the poem engages not just with a choice being made, but with the way that the speaker interprets that choice and assigns it meaning after the fact. It is only when looking back, after all, that the speaker sees the choice of which road to take as having made "all the difference."



What is it?

Many people read the poem straightforwardly and believe the choice did make "all the difference." The poem, however, is not clear about whether the speaker's final assertion is true. The speaker explains that he or she chose to take the second road because it seemed more "grassy" and less worn than the first, but soon admits that the two roads were actually worn to "about the same" degree. By raising the question of whether there was actually anything special about the road the speaker chose to take, the poem further questions whether taking the second road could have possibly "made all the difference," or even any difference at all.

The poem implies that the speaker in the future may look back and construct a narrative of his or her life that is simpler and cleaner, and which gives this choice more meaning than the truth would support. Using this interpretation, the poem can be read as commenting more broadly on how all people fictionalize their lives by interpreting their choices, in hindsight, as being more purposeful and meaningful than they really are.

The poem can also be read in a third and more positive way, though. In this third interpretation, the poem implies that it's less important whether the speaker's choice actually "made all the difference" than it is that he or she believes that it did. In this reading, the poem recognizes that the speaker—and all people—fictionalize their lives by creating meaning where there may not be any, but portrays such meaning-making not as fraudulent, but rather as a part of being human.

All three of these different possible readings co-exist in "The Road Not Taken." The poem does not suggest a solution to the question of the meaning in the speaker's choice, but rather comes to embody the question itself, allowing for contemplation of the mysteries inherent in defining or interpreting a life.

3. **Clarification**– is a method of explanation in which the points are organized from a general abstract idea to specific and concrete examples.

It entails the analysis of the concept by looking at the examples and specifying some of its characteristics to arrive at one working definition which can be used throughout the paper.



What is it?

	Signal words for	clarification	
After all	for instance	namely	to be specific
that is	In other words	put another way	to clarify
As an example	in particular	specifically	to illustrate
Consider the following	in short	stated differently	
For example			

Guidelines in Writing a Concept Paper

Follow the guidelines below to come up with a well written concept paper:

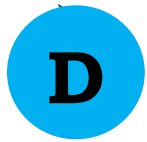
1. Cost and methodology should be reasonable.
2. The budget, methodology, and timeline should be clearly aligned.
3. Use statistics and figures when discussing the rationale for the project.
4. Use no more than five pages excluding cover page.
5. Never request funding for planning the proposal.
6. Adjust your language to the intended readers.
7. Include the overview of the budget if it is required.
8. Be sure that basic format details, such as page numbers, are incorporated.
9. Cite references.

Concept paper usually ranges from **500-2000 words** and is divided into several parts.

CONCEPT PAPER for a PROJECT

Use the following structure when you want to propose a certain tangible project in your discipline.

1. Cover page-details about the proponents
 - State the name of the proponents and their affiliations.
 - State the addresses, contact numbers, and e-mail addresses of the proponents.
 - State the head of the agency and his / her contact information.
 - State the date of submission.



What is it?

2. Introduction

- State the information about the funding agency to show that you understand its mission
- State the mission of the agency that the proponents represent and align it to the funding agency's mission. Also, state the year the proponent's agency was established, its major accomplishments, and other details that demonstrate its capability to undertake the propose project.
- Provide reasons why the funding agency should support the project.

3. Rationale/ Background

- State the gap in knowledge to be addressed by the project.
- State the problems to be solved.
- State the project's significance.

4. Project description

- State goals and objectives of the project.
- Present the methodology (sometimes termed as Action Plan, Project Activities or Approach).
- Present the timeline expressed in months and year
- State the benefits or anticipated outcomes.
- State how success of outcomes will be evaluated.

5. Project needs and cost

- Outline of the main budget; include the item description and amount.
- Explain or justify how budget will be used.
- List the equipment needed for the project.

CONCEPT PAPER for ACADEMIC RESEARCH

Use the following structure when you intend to present an idea or concept for a research you would like to pursue.

1. Title page

- State your research title.
- State your name and school.
- State the date of submission.



What is it?

2. Background of the study-field

- Provide the current state of the field you are researching on.
- State the gap in knowledge and problems to be addressed by the research.
Provide statistics and previous studies to prove your claims.
- State the reasons why you want to investigate on the chosen topic.
- State the theoretical and practical implications of your proposed research.

3. Preliminary Literature Review

- Provide a theoretical framework. The theoretical framework includes the theory that will guide you in the conduct of your research.
- Provide related literature that supports your topic.
- Provide related studies that will help you in conducting the research or analyzing and discussing the data.
- Provide a brief synthesis of the reviewed literature and studies.

4. Statement of the Problem/ Objectives

- State your general problem in one sentence.
- State your specific research questions or objectives.

5. Abridged Methodology

- Provide the context and participants of the study.
- Provide the instruments to be used.
- Provide the data collection procedure.
- Provide the data analysis scheme to be used.

6. Timeline

- Provide a timeline set in months and year

7. References

- Provide a list of all books, journals, and other resources cited in your paper.